

**Personnel Security Investigation Center of Excellence (PSI-CoE)
Background Investigation Request Form**

Full Legal Name

First: _____ Middle: _____ Last: _____

Date of Birth: _____

Place of Birth

City: _____ County: _____ State: _____ Country: _____

Contact Information

Primary Phone: _____ Secondary Phone: _____

AKO Email Address: _____

Organization Email Address: _____

Home Email Addresses (Optional): _____

Supervisor

Name: _____ Title: _____

Primary Phone: _____

Email Address: _____

Required Documents (Provide documents to your Security Officer)

1. Birth Verification: Attach a copy of either a Birth Certificate, certificate of Citizenship-INS, Certificate of Naturalization, and Certification of birth (Form DS 1350 or Form FS-545), Passport, or Report of Birth Abroad (FS-240)

2. Current Resume: Ensure dates, supervisor information and complete street addresses are provided for all school and employments listed on the Resume. (Sample Resume is attached to original email).

3. Completed OF 306 (Blank PDF form is attached to original email)